


<p>SUPERIOR COURT OF CALIFORNIA</p>  <p>COUNTY OF ALAMEDA</p>	<p><u>JOB ANNOUNCEMENT</u></p> <p>EOE/ADA*</p> <p>If you need assistance with the application process because of a disability, please call (510) 271-5153 or TDD (510) 465-3929</p>	<p>24 HOUR JOB HOT LINE #</p> <p>(510) 208-3906</p> <p>www.alameda.courts.ca.gov/courts</p>
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Assistant Executive Officer **(Administration)**

(Promotional Only)

SALARY RANGE: **\$4,696.00 - \$5,699.20 Bi-Weekly plus Management Benefit Package**
(1% Cost of Living Adjustment is anticipated on July 2, 2007.)

EXTENDED FILING DEADLINE: **Tuesday, July 10, 2007 at 5:00 p.m.**

FILING REQUIREMENTS: **Submit completed court application form and résumé to:**
Superior Court of California, County of Alameda
Human Resources & Labor Relations Bureau
1225 Fallon Street, Room 105
Oakland, CA 94612

The Position

Under the authority and general direction of the Court Executive Officer, this executive-level position assists in planning, supporting and directing the administrative operations for the Court and supervises the Bureau Chief classification.

Typical Duties (May include but are not limited to the following:)

1. Confers with the Executive Officer, Judicial Officers, the Assistant Executive Officer (Operations) and staff in the development and execution of strategic and operational plans as they relate to court administrative functions.
2. Through the direction of multiple subordinate managers, directs and coordinates the activities of the court bureaus.
3. Develops and implements court-wide policies and practices consistent with law related to court services and administrative matters aimed at enhancing and improving access to the public, and improved customer service throughout the court.
4. Recommends goals and objectives, and formulates court-wide policies and procedures relative to court administrative functions.
5. Utilizes technical, analytical and project planning expertise in the areas of office and court automation.
6. Provides executive level coordination of complex studies and projects pertaining to a variety of technical, statistical, administrative, financial, human resources and operations.

7. Participates in the development, implementation and maintenance of information technology resources and systems.
8. Serves on, coordinates and/or supports various court committees, and attends meetings with county, state, court or justice system agencies.
9. Represents the court through interaction with members of the legal community and participates on task forces; and makes oral presentations to boards, committees or outside interest groups and organizations, attorneys and the general public.
10. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Education:

Graduation from an accredited college or university with a Bachelor's degree in court administration, public administration, public policy, business administration or a closely related field.

Specialized court management training or related management work experience may be substituted for the education on a year for year basis.

And

Experience:

Equivalent to five years of administrative or managerial experience, including at least two years in a court or court-related work environment.

DESIRABLE QUALIFICATIONS

- Experience working in administrative functions.
- Experience in the application of technology in the administrative functions.
- Demonstrated leadership in implementing programs that improve access and services to the public.
- Experience in developing successful business solutions.
- Demonstrated success in managing change.

KNOWLEDGE AND ABILITIES

Knowledge of principles, practices and trends in court administration, court organizations and functions; laws, principles and practices relating to the administrative functions of the court; personnel management practices, including supervision and training, evaluation and discipline; research and problem solving methods; effective oral and written communication techniques.

Ability to reason logically and creatively using a wide variety of analytical techniques to manage an executive team in examining organization, programs, procedures and practices; identify and effectively analyze data and implement operational changes; present ideas and information effectively, both orally and in writing; consult with and advise judges, executive management, state and county government representatives on a wide variety of subject matters; plan, direct and supervise court staff; build consensus and resolve conflict; establish and maintain cooperative working relationships.

GENERAL INFORMATION

This is a full-time, FLSA exempt management position. Employment is contingent upon successful completion of fingerprint check and the provision of appropriate identifying documents to certify eligibility to work in the United States. This position includes one-year probationary period. The finalist must be fingerprinted for criminal record check purposes and continued employment is contingent upon information received in the report.

Benefits include medical and dental insurance for employee and dependents, mandatory retirement plan, accrual of 13 sick leave and 10 vacation leave days per year, 13 holidays per calendar year, life insurance, Employee Assistance Program, optional deferred compensation plan and management benefits (cafeteria plan, educational reimbursement plan, management leave days, supplemental insurance options and payment of bar dues).

The examination process will include three components:

- (1) An initial screening of applications and résumés received by July 3, 2007 at 5:00 p.m.
- (2) A review of the applications and résumés to select the best-qualified candidates for the oral interview.
- (3) An oral interview that will be weighted as 100% of the candidate's final score. The oral interview may contain situational exercises.

Failure to submit the required application and résumé will result in disqualification in the examination and selection process.

The Court reserves the right to limit the number of candidates invited to the examination process to include only the best-qualified candidates should a large number of candidates apply. Successful candidates in the initial application review will be considered further in the selection process.

The components of this recruitment and examination process are subject to change.

*Application forms may be obtained at the
Human Resources & Labor Relations Bureau,
1225 Fallon Street, Room 105, Oakland,
8:00 a.m.-5:00 p.m., Monday-Friday,
at our website, www.alameda.courts.ca.gov/courts
or by calling our 24-Hour Job Hotline at (510)208-3906.*

Distribution: All SCT; ACMEA; & official bulletin boards

Opened on June 20, 2007 with an application deadline of July 3, 2007.

GS/RT:rt

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